

Successful Public Speaking Engagements

Hands-on course of 2 days - 14h

Ref.: PUB - Price 2024: CHF1 550 (excl. taxes)

Preparing to give a speech: Building trust, working on your voice, breathing. Structuring your speech: Taking notes, writing your materials. Managing and decoding non-verbal communication. Knowing how to improvise, speaking without notes, captivating, interacting with your audience and presenting a speaker.

EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

- Acquire an oratorical posture
- Arguing to persuade an audience
- Improvising words while controlling your speech and the messages it carries
- Managing unforeseen circumstances and difficult interactions
- Introducing and presenting a guest

HANDS-ON WORK

Active participation by participants, who speak in front of the group. Role-play.

THE PROGRAMME

last updated: 06/2024

1) Refresher on basic techniques

- Self-control. Definition of stage fright.
- The importance of breathing.
- Knowing how to modulate your voice. Body language.

Examples of using basic techniques.

2) Overcoming your apprehensions and stage fright

- Analyzing expression difficulties.
- Self-confidence, having a constructive image.
- Not letting stage fright overwhelm you. The right techniques to use.

Hands-on work : Scenarios.

3) Optimizing your non-verbal communication

- Gestures betray our thoughts.
- How to decode gestures (speaker and attendees).
- Postures to adopt and avoid. Managing space, moving.

Examples of using gestures while speaking.

4) Learning how to coordinate all the techniques

- Mental preparation.
- Applying techniques naturally.
- Harmonizing verbal communication and body movements.

Examples of implementation.

5) Preparing your speech

- Using your stress positively.
- Knowing your audience. Taking your marks, the right spots.

PARTICIPANTS

Anyone who wants to improve their speaking before an audience, prepared or improvised interview.

PREREQUISITES

Basic knowledge of oral communication techniques.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@ORSYS.fr to review your request and its feasibility.

- Mentally preparing, the miracles of positive mental projection. Preparing your notes.
- Practicing speaking without notes.
- Preparing materials, using technique.

6) Improvising a speech

- What to do for an unplanned speech.
- The right reflexes to have. Keeping calm.
- The importance of breathing.

Exercise : Group exercises for getting used to speaking off the cuff.

7) Captivating your audience

- The secrets of great speakers. Being a good listener to be a good speaker.
- Starting your speech off right. Rules for human relations adapted to speaking.
- Listening, watching the audience, using their reactions.
- Formula for practicing, getting others to adopt your ideas.
- Arguing to persuade your audience
- Answering aggressive questions, managing disruptions.

8) Knowing how to present a guest or speaker

- S.I.S. method (Subject, Interest, Speaker).
- Imitating speakers.

DATES

REMOTE CLASS

2025 : 06 Mar, 23 Jun, 29 Sep, 15 Dec